

SECRET

DDA REGISTRY

FILE: Records

DD/A 81-0014/1

6 JAN 1981

MEMORANDUM FOR: Director of Communications
 Director of Data Processing
 Director of Finance
 Director of Information Services
 Director of Logistics
 Director of Medical Services
 Director of Security
 Director of Training and Education

25X1 FROM: [Redacted]
 Chief, Management Staff, DDA

SUBJECT: "Turnover Papers" for the DCI-designate

1. Attached for your information is the "Turnover Papers" package prepared for the DCI-designate at Admiral Turner's request. Because of the short deadline imposed, we were unable to coordinate this with you beforehand. Rather, we chose to draw, to the extent practicable, from memoranda previously prepared. Budget amounts shown, for example, are those previously provided to the Transition Team.

2. If, in reviewing this package, you discover errors--of fact, of omission, or whatever, please advise, and we will seek to correct the original submission.

[Redacted]

Attachment:
 As Stated

Downgrade to UNCLASSIFIED
 When Separated From Attachment

25X1 DDA/MS: [Redacted] (6 Jan 81)

Distribution:
 1 - Ea OD w/att
 1 - DDA Subject w/o att
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 1 - DDA/MS Chrono w/
 1 - TBC Chrono w/o

100-18
 DDA REGISTRY

SECRET

DD/A 81-0014

8 JAN 1981

MEMORANDUM FOR: Executive Secretary

FROM: Don I. Wortman
Deputy Director for Administration

SUBJECT: "Turnover Papers" for the DCI-designate

REFERENCE: Your Multi-adse Memo dtd 30 Dec 80,
Subject: Briefings for New DCI

Attached, per your request, is my submission
for inclusion in the DCI-designate briefing book.

DON WORTMAN
Don I. Wortman

Attachment:
A/S

cc: Executive Registry
DD/A

Downgrade to UNCLASSIFIED
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Distribution:

Orig - Executive Secretary w/att	1 - DDA/MS Chrono w/o att
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DDA/MS:

(6 Jan 81)

SECRET

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80-8461
DD/A Registry
80-2768

DD/A 0014

30 December 1980

MEMORANDUM FOR: See Distribution

SUBJECT : Briefings for New DCI

At a special Staff Meeting on 11 December, Admiral Turner passed the attached to each attendee. Mr. Carlucci has now requested that your submission be forwarded not later than 1200 hours 6 January. My office will incorporate all submissions into one notebook. It is therefore requested that you submit your paper to Chris or Anne not later than 1100 hours on 6 January.

[Redacted]
B. C. Evans
Executive Secretary

STA

Attachment

Distribution:

Mr. Lipton
Mr. Briggs
Mr. Hitz
Mr. Lehman

25X1 [Redacted]
✓ Mr. Wortman
Mr. Clarke

Mr. McMahon
Mr. Silver

25X1 [Redacted]
Mr. Taylor
Mr. Fitzwater

25X1 [Redacted]

11 DEC 1980

*passed out
by DCI
11 Dec.*

7E13

Turnover Papers to be prepared by each Directorate,
Independent Office and Special Assistant

I Brief Description

One sentence description of function

people

Budget

II Organization

Title, very brief description of function,
names of head,

people and

budget for each operating component of Directorates

and all staff offices lumped into one; probably not needed for
IO's and SA's.

III Missions

IV Special emphasis over past 4 years

V Intended special thrusts over next year

(AWPs and Goals)

VI Areas of anticipated decision requirements in Feb-April.

VII Problems unique to Directorate or Office that need attention over longer run

(Not more than 4 pages for Directorates; 3 pages for others.

Attach one page issue sheets to expand on items under VI and VII
if desired. Hold papers for direct delivery to DCI-designate.)